United Nations ST/SGB/2015/3

Secretariat

22 July 2015

Secretary-General's bulletin

Organization of the Secretariat of the United Nations

The Secretary-General, for the purposes of amending Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by Secretary-General's bulletin ST/SGB/2002/11, establishing the organizational structure of the Secretariat of the United Nations, promulgates the following:

Section 1
Location

1.1 The Secretariat of the United Nations, which is one of the six principal organs of the Organization, is located at the Headquarters of the United Nations in New York.

Section 2
Functions

2.1 The broad functions of the Secretariat are as follows:

(a) To provide support to the Secretary-General in fulfilling the functions entrusted to him or her under the Charter of the United Nations and in implementing the mandates provided by Member States;

(b) To promote the principles of the Charter and build understanding and public support for the objectives of the United Nations.

Section 3
Organizational structure

3.1 The Secretariat is headed by the Secretary-General, who is the chief administrative officer of the United Nations.

3.2 The Secretariat consists of the following major organizational units, each headed by an official accountable to the Secretary-General:

Executive Office of the Secretary-General;

Department for General Assembly and Conference Management;

Department of Political Affairs;

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Office for Disarmament Affairs;

Department of Peacekeeping Operations;

Department of Field Support;

Office of Legal Affairs;

Department of Economic and Social Affairs;

Secretariat of the United Nations Conference on Trade and Development;

Secretariat of the United Nations Environment Programme;

Secretariat of the United Nations Human Settlements Programme;

Office on Drugs and Crime;

Secretariat of the Economic Commission for Africa;

Secretariat of the Economic and Social Commission for Asia and the Pacific;

Secretariat of the Economic Commission for Europe;

Secretariat of the Economic Commission for Latin America and the Caribbean;

Secretariat of the Economic and Social Commission for Western Asia;

Office of the United Nations High Commissioner for Human Rights;

Office for the Coordination of Humanitarian Affairs;

Department of Public Information;

Department of Management, which consists of the following four offices:

- Office of Programme Planning, Budget and Accounts;
- Office of Human Resources Management;
- Office of Central Support Services;
- Office of Information and Communications Technology;

United Nations Office at Geneva;

United Nations Office at Vienna;

United Nations Office at Nairobi;

Office of Internal Oversight Services;

Department of Safety and Security;

Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States;

Office of the Special Adviser on Africa;

Peacebuilding Support Office;

Office of the Special Representative of the Secretary-General for Children and Armed Conflict;

Office of the Special Representative of the Secretary-General on Sexual Violence in Conflict;

Ethics Office;

United Nations Ombudsman and Mediation Services;

Office of Administration of Justice;

United Nations Office for Partnerships;

United Nations Office on Sport for Development and Peace;

United Nations Office for Disaster Risk Reduction.

3.3 The mandate, functions and organization of each of these units are prescribed in separate Secretary-General's bulletins.

3.4 The following units indicated in section 3.2 are authorized by the General Assembly to report independently as follows:

Office of Internal Oversight Services reports to the General Assembly through the Secretary-General;

Office of the United Nations High Commissioner for Human Rights reports to the General Assembly through the Economic and Social Council.

Section 4
Coordination

4.1 Coordination of the work of the Organization is effected through the Senior Management Group, the Policy Committee, the Management Committee and the Executive Committees of the sectoral groups, which include all the departments, offices, funds and programmes of the United Nations. Subject matters which do not require the attention of these bodies are coordinated in accordance with sections 4.2 and 4.3.

4.2 A subject matter which falls within the field of responsibility of more than one major organizational unit shall be dealt with by the unit to which it principally belongs, in consultation with the other units concerned.

4.3 A subject matter which is not specifically mentioned in the Secretary-General's bulletins on the major organizational units referred to in section 3.3 shall be dealt with by the unit to which the subject matter ought to be referred in accordance with the distribution of work within the Secretariat, unless the Secretary-General makes a specific decision in the case.

Section 5
Heads of departments/offices

5.1 The functions of a head of department/office or other major organizational unit are as follows:

(a) Formulating the relevant planning documents for the department/office and, on the basis of those documents, elaborating the corresponding budget proposals;

(b) Identifying broad strategies required for the development and implementation of the work programme of the department/office;

(c) Ensuring that the regulations, rules and instructions of the Organization are followed;

(d) Appearing before the legislative organs and their subsidiary bodies and providing them with information and explanations, as required;

(e) Carrying out management activities or making managerial decisions to ensure the effective, efficient and economic operation of the programme concerned;

(f) Assisting, advising and keeping the Secretary-General informed on matters concerning the department/office;

(g) Ensuring coordination of activities of the department/office with those of other organizational units performing related tasks;

(h) Ensuring that adequate arrangements for internal control and risk management exist;

(i) Carrying out other tasks as may be assigned by the Secretary-General.

Section 6
Programme managers

6.1 The functions of programme managers are as follows:

(a) Formulating the relevant programme planning documents and budget proposals of their organizational unit in consultation with staff members, as appropriate, keeping in view the types of results expected by its clients and the legislative directives in the field concerned;

(b) Assisting the head of department/office in ensuring the delivery of mandated activities by effectively and efficiently managing staff and resources placed under their supervision, monitoring and reporting progress towards results, conducting self-evaluations and taking corrective action as necessary;

(c) Representing or making arrangements for representation at relevant meetings and forums;

(d) Carrying out periodic self-evaluation in accordance with relevant rules and guidelines;

(e) Assessing the performance of staff objectively in accordance with established rules and procedures, including for purposes of career development and accountability;

(f) Keeping his or her supervisor informed of significant developments in matters concerning the organizational unit.

Section 7
Executive offices/administrative units

7.1 An executive office/administrative unit assists the head of the department/office, and programme managers and staff members, in carrying out the financial and human resources management and general administrative responsibilities delegated by the Under-Secretary-General for Management, including the following:

(a) Providing the support needed to programme managers to assist them to formulate the drafts of the proposed budget(s) and financial performance reports, and assisting the head of the department/office to complete coordinated submissions to the Department of Management;

(b) Certifying the incurring of obligations and expenditures against the funds allocated to the department/office, in line with the Financial Regulations and Rules and related administrative instructions and allotment advices;

(c) Providing the support needed by the head of department/office and programme managers in carrying out their responsibilities under the Staff Regulations and Rules and related administrative instructions in filling vacancies and other staff-related functions;

(d) Providing the support needed by the head of the department/office and programme managers in managing staff performance and development;

(e) Assisting staff members of the department/office and/or their dependants in obtaining entitlements including those from the United Nations Joint Staff Pension Fund;

(f) Liaising with the Office of Human Resources Management; the Office of Programme Planning, Budget and Accounts; the Office of Central Support Services; and the Office of Information and Communications Technology on human resources, financial and other services on behalf of the department/office;

(g) Carrying out other official administrative duties as assigned by the head of the department/office.

Section 8
Final provisions

8.1 The present bulletin shall enter into force on 22 July 2015.

8.2 The Secretary-General's bulletin of 12 September 1997, entitled "Organization of the Secretariat of the United Nations" (ST/SGB/1997/5), and the related amendment of 27 September 2002, entitled "Amendment to Secretary-General's bulletin on the organization of the Secretariat of the United Nations" (ST/SGB/2002/11), are hereby abolished.

(*Signed*) **BAN** Ki-moon
Secretary-General